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| Management System: Safety and Health | | | |
| Subject Area: Emergency Management & Continuity of Operations | | | |
| Procedure: Ensuring Hazards are Screened | | | |
| <table border="1"><tr><td>Issue Date and Revision Number: 08/03/2012 0</td><td>Lead Subject Matter Expert: Greg Campbell</td><td>Management System Owner: John Sattler</td></tr></table> | Issue Date and Revision Number: 08/03/2012 0 | Lead Subject Matter Expert: Greg Campbell | Management System Owner: John Sattler |
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1.0 Applicability

This procedure is applicable to Environmental Management Consolidated Business Center (EMCBC) Site/Field Element Managers, Emergency Management Program Representatives, and their designees who are responsible for emergency management program establishment and maintenance.

2.0 Required Procedure

This procedure addresses the requirements for conducting Hazards Surveys, hazardous materials screening process, and Emergency Planning Hazard Assessment (EPHA) to ensure planning and preparedness is commensurate with the specific hazards of each facility/site.

A Hazards Survey is conducted for all facilities to identify the emergency conditions applicable to the facility/site, such as fires, workplace accidents, and natural phenomena and identifies the potential impacts and planning and preparedness requirements for each condition.

For facilities containing hazardous materials, a hazardous materials screening process is conducted to determine if a release of the hazardous materials present could produce impacts consistent with the definition of an Operational Emergency. Further analysis is conducted in the form of an EPHA for those facilities that could create an Operational Emergency. The results of the EPHA determine if the facility/site is an Operational Emergency "Base" Program or a "Hazardous Materials" Program. A graphical representation of this process can be seen in the Hazard Assessment Flowchart and additional information for specific roles can be found in the EMCBC Functions, Responsibilities and Authorities Document, PD-411-01, Rev 2.

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| Step 1 | <p>The Emergency Management Program Representative periodically obtains and reviews the following documents:</p> <ul style="list-style-type: none"> • Hazard survey for all facilities and operations when newly issued and every 3 years or prior to significant changes to the site/facility or to the hazardous materials inventories. • Hazard screening documents and Emergency Planning Hazard Assessment (EPHA) updates based on materials identified from the hazard surveys when newly issued or when changed. • Corrective actions lessons learned from actual emergency responses. <p>NOTE: The Hazard Survey Review Form shall be used to document the hazard survey.</p> |
| Step 2 | <p>As part of the review and update process, the Emergency Management Program Representative will</p> <ul style="list-style-type: none"> • Determine if the hazardous material screening process identifies that the hazardous materials and quantities, if released, could produce impacts consistent with an Operational Emergency, then the Emergency Management Program Representative will review the EPHA. • Determine that the Emergency Management Program must <u>only</u> meet Base Program requirements if the EPHA(s) conclude that Protective Action Criteria <u>are not</u> exceeded. • Determine that the emergency management program must meet the Hazardous Material Program requirements if the EPHA(s) conclude that Protective Action Criteria are met or exceeded. • Reports results to the Site/Field Element Manager and contractor. • Review and forward for approval, exemption requests to the properly delegated Site/Field Element Manager or to the Director, EMCBC. |
| Step 3 | <p>The Site/Field Element Manager (if properly delegated) or the Director, EMCBC will review, approve, and forward to EM HQ (see note below) and Director, DOE HQ Office of Emergency Operations the following:</p> <ul style="list-style-type: none"> • Hazards survey documents. • EPHAs (if required). • Approved exemption requests. <p>NOTE: EM HQ is the Program Secretarial Office (PSO) for EMCBC Small Sites.</p> |

3.0 References – Forms/Attachments/Exhibits

3.1 Reference

- EMCBC Functions, Responsibilities and Authorities Document, PD-411-01, Rev 2
- Hazard Assessment Flow Chart

3.2 Form

- Hazard Survey Review Form

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of Technical Support & Asset Management in accordance with the EMCBC organizational file plan.

| Records Category Code | Records Title | Responsible Organization | QA Classification (Lifetime, Non-Permanent or N/A) |
|------------------------------|---|--|---|
| ADM 18-27 | Emergency Planning Case Files – Hazard Survey Review Form | Office of Technical Support & Asset Management | Not Applicable |

EMCBC RECORD OF REVISION

DOCUMENT TITLE: Ensuring Hazards are Screened

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I** Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I** Placing the words GENERAL REVISION at the beginning of the text.

| Rev. No. | Description of Changes | Revision on Pages | Date |
|-----------------|-------------------------------|--------------------------|-------------|
| 0 | Initial Document | | 8-3-12 |